

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 9, 2011**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:33 PM at the Lincoln Public Library.

PRESENT:

Trustees Wil Postle, Denise Blais and Treasurer Diane Walsh (5:40 pm), were present. Also in attendance were Becky Boragine, Library Director, and Mark Dube from the Friends of the Library and Kristin Scribner from the Jr. Friends of the Library.

ABSENT:

Trustee Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the June 21, 2011 meeting were reviewed. A motion to accept the Minutes with one correction was made by Wil Postle and seconded by Denise Blais. The motion was approved unanimously with the correction.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's

meeting at the town, a Capital Development Committee subcommittee meeting and an OSL seminar on circulation statistics for the annual reports. Also, Ms. Boragine followed up on questions on the Library's Champlin Foundation grant. During July, one computer class was held; twelve children's programs, twelve teen programs and six adult programs took place. Ms. Boragine indicated that items added to the collection in July were 929 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 18,122 items. A total of 105 new patrons were given library cards. Loaned 4,082 items out to other libraries and borrowed 2,122 items. The in-house computer usage was 2,026. The Library web pages were accessed 225,230 times. The online database usage was 409. Overdrive usage was 282 and includes Audio 105, Disney 2, E-Books 175 and E-Books usage was 4.

A motion to accept the Director's report was made by Trustee Postle and seconded by Trustee Blais. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$4,258.83
- Champlin Account: \$33,629.94
- Trustees Account: \$108,568.16
- Checking Account: \$589.25

- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,166.80**

Ms. Boragine indicated that CD interest rates were 0.45 %. A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Postle. Motion seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Trustee Postle discussed the subcommittee meeting of the Capital Development Committee. He indicated that 12 submittals were made for the RFQ's, and that the committee narrowed that list of twelve down to five. Those five have been asked to submit bids under the RFP's by the end of the month of August. The RFQ stated that the Library had set a number of \$400,000 for the expansion, allowing any additional funds to be held in reserve for unexpected costs or add-ons such as the sprinkler system which will cost approximately \$50,000. Both Trustee Postle and Ms. Boragine were very pleased with the assistance being provided by the subcommittee members who have experience in running projects such as this expansion project. Chairwoman Quinn questioned how the Champlin Foundation grant request was going. Ms. Boragine indicated that Champlin wants to be updated in September about the project progress made.

Mark Dube from the Friends of the Library and Kristin Scribner, of the Jr. Friends of the Library attended to update the Board on their progress on fundraisers that the Friends are planning. They indicated that their next meeting is being held on August 11th and believe that the decisions as to what fundraising projects that they will undertake will be decided then. They indicated that the Library has been added to the list of recipients of the Cumberland Lincoln Boys & Girls Club Annual Duck Race Fundraising effort. Chairwoman Quinn asked that before corporate requests are sent out that the Board and the Friends collaborate so that both groups are not requesting donations.

NEW BUSINESS:

Ms. Boragine discussed the need to have the position of a Circulation Head filled. An internal posting of this position can be done so that the Library can promote someone from within. This person would be considered the Supervisor. Ms. Boragine believes that this position needs to be filled as soon as possible.

The retirement of Assistant Library Director Diane Dexter was also discussed. She will be leaving at the end of October. Ms. Boragine does not know what will happen to her position and when that position could be filled.

The quarterly newsletters have been sent out and distributed to patrons.

The Board of Trustees next meeting will be September 27th at 5:30 pm.

A motion was made to adjourn to Executive Session per RIGL 42-46-5 (a) (1) was made by Trustee Blais and seconded by Trustee Postle. Executive Session was to discuss the following:

a. Staff Issues

The individual(s) has been notified in writing that the board intends to convene in executive session to discuss his/her leave of absence.

The motion was approved unanimously.

A motion was made to seal the minutes of the Executive Session per RIGL 42-46-7 (c) by Trustee Walsh and seconded by Trustee Blais. The motion was approved unanimously.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Walsh to adjourn the meeting at 6:43 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion
Board Secretary